

**Pt. 222, App. E**

**12 CFR Ch. II (1–1–11 Edition)**

[Company address]  
Renew my choice to limit marketing for  
[x] more years.

**C-5—MODEL FORM FOR VOLUNTARY “NO  
MARKETING” NOTICE**

**YOUR CHOICE TO STOP MARKETING**

- [Name of Affiliate] is providing this notice.
  - You may choose to stop all marketing from us and our affiliates.
  - [Your choice to stop marketing from us and our affiliates will apply until you tell us to change your choice.]
- To stop all marketing, contact us [include all that apply]:
- By telephone: 1-877-###-####
  - On the Web: www.—.com
  - By mail: Check the box and complete the form below, and send the form to:
- [Company name]  
[Company address]  
Do not market to me.

[Reg. V, 72 FR 62962, Nov. 7, 2007, as amended at 74 FR 22642, May 14, 2009]

**APPENDIX D TO PART 222 [RESERVED]**

**APPENDIX E TO PART 222— INTERAGENCY  
GUIDELINES CONCERNING THE ACCU-  
RACY AND INTEGRITY OF INFORMA-  
TION FURNISHED TO CONSUMER RE-  
PORTING AGENCIES**

The Board encourages voluntary furnishing of information to consumer reporting agencies. Section 222.42 of this part requires each furnisher to establish and implement reasonable written policies and procedures concerning the accuracy and integrity of the information it furnishes to consumer reporting agencies. Under §222.42(b) of this part, a furnisher must consider the guidelines set forth below in developing its policies and procedures. In establishing these policies and procedures, a furnisher may include any of its existing policies and procedures that are relevant and appropriate. Section 222.42(c) requires each furnisher to review its policies and procedures periodically and update them as necessary to ensure their continued effectiveness.

**I. NATURE, SCOPE, AND OBJECTIVES OF  
POLICIES AND PROCEDURES**

(a) *Nature and Scope.* Section 222.42(a) of this part requires that a furnisher's policies and procedures be appropriate to the nature, size, complexity, and scope of the furnisher's activities. In developing its policies and procedures, a furnisher should consider, for example:

(1) The types of business activities in which the furnisher engages;

(2) The nature and frequency of the information the furnisher provides to consumer reporting agencies; and

(3) The technology used by the furnisher to furnish information to consumer reporting agencies.

(b) *Objectives.* A furnisher's policies and procedures should be reasonably designed to promote the following objectives:

(1) To furnish information about accounts or other relationships with a consumer that is accurate, such that the furnished information:

- (i) Identifies the appropriate consumer;
- (ii) Reflects the terms of and liability for those accounts or other relationships; and
- (iii) Reflects the consumer's performance and other conduct with respect to the account or other relationship;

(2) To furnish information about accounts or other relationships with a consumer that has integrity, such that the furnished information:

- (i) Is substantiated by the furnisher's records at the time it is furnished;
- (ii) Is furnished in a form and manner that is designed to minimize the likelihood that the information may be incorrectly reflected in a consumer report; thus, the furnished information should:

(A) Include appropriate identifying information about the consumer to whom it pertains; and

(B) Be furnished in a standardized and clearly understandable form and manner and with a date specifying the time period to which the information pertains; and

(iii) Includes the credit limit, if applicable and in the furnisher's possession;

(3) To conduct reasonable investigations of consumer disputes and take appropriate actions based on the outcome of such investigations; and

(4) To update the information it furnishes as necessary to reflect the current status of the consumer's account or other relationship, including, for example:

(i) Any transfer of an account (*e.g.*, by sale or assignment for collection) to a third party; and

(ii) Any cure of the consumer's failure to abide by the terms of the account or other relationship.

**II. ESTABLISHING AND IMPLEMENTING POLICIES  
AND PROCEDURES**

In establishing and implementing its policies and procedures, a furnisher should:

(a) Identify practices or activities of the furnisher that can compromise the accuracy or integrity of information furnished to consumer reporting agencies, such as by:

(1) Reviewing its existing practices and activities, including the technological means and other methods it uses to furnish information to consumer reporting agencies and